

ADM-7, 2

DD/S&T 3314-64

11 DEC 1964

MEMORANDUM FOR: Special Assistant DD/S

SUBJECT : DD/S&T Large Conference Room

1. It is requested that your office take the necessary action to have the 30 stacking chairs with removable arm rest, presently located in the DD/S&T large conference room, replaced with a more suitable and comfortable conference type chair.

2. Since the DD/S&T large conference-briefing room has been in operation we have received numerous complaints that the existing chairs selected by [REDACTED] of ISD are either too small or too hard, and in both cases are very uncomfortable to sit in after a short period of time. A majority of these complaints have come from high ranking officials of this and other Government Agencies. 25X1A9a

25X1A9a This problem has already been discussed between Mr. [REDACTED] Chief, Logistics Services Division, and [REDACTED] Chief of the DD/S&T Administrative Staff. 25X1A9a

4. Your consideration and approval is requested.

25X1A9a

[REDACTED]

Executive Officer  
Directorate of  
Science and Technology

Distribution:

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1 - [REDACTED] 25X1A9a

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